



National Academy of Public Administration
Chartered by Congress

April 29, 1988

[Redacted]
Director, Planning and Policy Office
Intelligence Community Staff

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Dear [Redacted]

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Enclosed are ten copies of our detailed workplan for the intelligence community personnel study. We have divided the study into nine objectives. For each objective, the specific tasks and methodology is described as well as a time table for completion.

We will provide you by Friday morning the requests for specific data for the training and career development, staffing, equal employment opportunity, security, future workforce, future mission, and uniqueness criteria objectives. The data request for the compensation and benefits objective will be provided shortly after Mr. Howe is granted security clearance at the secret level.

As we discussed, we would like have a meeting with agency representatives to initiate these efforts. Our preferred schedule is as follows:

- Monday, May 9 at 10:00; Training and Career Development.
- Monday, May 9 at 2:00; Security.
- Wednesday, May 11 at 10:00; Staffing and Equal Employment Opportunity.
- Wednesday, May 11 at 2:00; Uniqueness Criteria.

All meetings will be in the Key Building.

The data request for the future workforce objective is only a call for relevant studies made by the IC agencies so a meeting is unnecessary in our view. The work on the future mission objective will be primarily with the ICS and we will talk to you shortly on starting these interviews.

Please give Frank or I a call if you have any questions on this letter or on the material provided on Friday.

Don I. Wortman

Enclosure: As Stated



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WORKPLAN FOR THE
STUDY OF INTELLIGENCE PERSONNEL SYSTEMS

MAY 2, 1988

*Workplan is
in B-1
5*

Schedule to develop workplan and initiate detailed task studies

By April 21: Staff development of workplans to investigate assigned areas.

- Wilson; EEO
- Sweet; staffing
- Smith; career development and training
- Clarke; definition of the uniqueness of the IC staff
- Orr; workforce future and personnel security
- to be assigned; compensation

Each person to define the specific questions to be investigated; the methodology to be used with maximum reliance on the IC agencies; and a preliminary cost estimate.

April 21: Staff meeting to discuss individual workplan proposals and develop first cut at overall workplan.

April 26: Develop overall workplan proposal and budget--Wortman and Yeager

April 27-May 1: NAPA quality control review.

April 21-May 5: Staff develop instruments to start task work with the agencies.

May 10: Complete review of instruments and initiate agency meetings to review requests for analysis. Complete agency opening sessions (except for compensation) by May 20.

May 15: Initiate Miller, Wortman, Yeager meetings on long range mission outlook.

May 15: Initiate Hill meetings to discuss basic thrust of study.

April 20, 1987